

**Request for Proposal
(RFP)
Town of Carolina Beach**

**FY13-FY 15 FEDERAL MITIGATION ASSISTANCE (FMA) PROGRAM
PLANNING AND MANAGEMENT SERVICES**

1/29/15

1.0 SUMMARY

- 1.1 Request for Proposals: Consulting firms with proven experience and expertise for professional planning and project management services required to undertake planning and management services required to manage Federal Mitigation Assistance Program (FMA) elevation activities, and to submit an application for, and manage, proposed FY15 FMA funding. These activities are to be conducted with FEMA FMA funds pursuant to the Robert T. Stafford Disaster Relief Act and the State of North Carolina's 404 Administrative Plan, as administered by the NC Division of Emergency Management. Firms are invited to submit fixed price (lump sum) proposals to provide professional services related to the Town of Carolina Beach receiving notification from the North Carolina Division of Emergency Management (NCDEM) of the award of \$1,074,899 in Federal Mitigation Assistance (FMA) funds to elevate seven (7) residential structures within the Town of Carolina Beach.
- 1.2 The Request for Proposal (RFP) does not constitute a contract for services performed or to be performed. Following the selection of the successful consultant (hereafter referred to as "Contractor"), the Town of Carolina Beach (hereafter referred to as "Town"), and the Contractor will negotiate a contract including a scope of services.
- 1.3 Services To Be Performed: The Contractor's services will consist of The Town is soliciting for professional planning and project management services required to undertake turnkey planning and management services required to manage proposed FY13 and FY14 Federal Mitigation Assistance Program (FMA) elevation activities, and to submit an application for, and manage, proposed FY15 FMA funding. These activities are to be conducted with FEMA FMA funds pursuant to the Robert T. Stafford Disaster Relief Act and the State of North Carolina's 404 Administrative Plan, as administered by the NC Division of Emergency Management.

2.0 BACKGROUND

- 2.1 Town's Purpose Of Project: The project was approved through the FMA grant program pursuant to the Congressional appropriations for Fiscal Year 2013 to elevate seven residential structures.
- 2.2 Information to be provided to Contractor by the Town: The Town will provide the Contractor with terms and conditions of the grant.

3.0 OBJECTIVES AND ENVISIONED SCOPE OF PROJECT

3.1 Objectives: The key objective of this project is for professional planning and project management services for elevation activities.

3.2 Schedule for Completion: FEMA will not establish activity completion timelines for individual subgrants. The contractor is responsible for ensuring that all activities are completed by the end to the grant period of performance of January 9, 2017. The contractor shall submit a performance report not later than 90 days after the end date to the period of performance.

4.0 COMMERCIAL

4.1 Insurance Requirements: Any contract entered into as a result of this RFP may require the Contractor to obtain and maintain certain minimum insurance coverage. Without limiting any liabilities or other obligations of proposer, successful proposers performing as independent contractors hereunder, shall be fully responsible for providing Worker's Compensation, General Liability, Professional Liability, and Automotive Liability coverages.

The successful proposer must provide a Certificate of Insurance within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in North Carolina or be named on the List of Authorized Insurance maintained by the NC Department of Insurance), policy number, and liability coverage and amounts.

5.0 SUBMITTAL REQUIREMENTS

5.1 General: Please submit one original and two copies (total of three copies) of your proposal in a sealed envelope, no later than **February 11, 2015** to the attention of:

Jeremy Hardison
Town of Carolina Beach
1121 N. Lake Park Blvd
Carolina Beach, NC 28428
Jeremy.hardison@carolinabeach.org

****Faxed proposals or emailed proposals are welcomed.**

In the interest of fairness to all proposing consultants and to facilitate timely review of all the proposals by the Town, proposals received after the scheduled receipt time stated above will not be accepted and will be returned to the sender marked "LATE". All proposals received on time become the property of the Town and will not be returned.

5.2 Proposal Organization: To facilitate the Town's objective review of the proposals from different Consultants or Contractors, the Consultants or Contractors are requested to organize the main document as follows. If the Consultant or Contractor wishes to

submit additional information in support of or to strengthen the proposal, please provide such information separately in Appendices.

5.2.1 A letter on company letterhead indicated that the proposal represents an offer by the firm to provide services for the stated fee according to the stated schedule. A Principal of the firm authorized to commit the firm must sign the letter.

5.2.2 Table of Contents

5.2.3 Information of the following topics:

5.2.3.1 Executive Summary: Should address the highlights of the proposal, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of this project. Please limit the summary to no more than two pages.

5.2.3.2 Technical Proposal: Identify and describe the services to be provided and the approach/methodology proposed to be used, including QA/QC procedures.

5.2.3.3 Cost Proposal: Please provide the cost of the professional consultant services based on the envisioned scope of work and project deliverables describe in Sections 3 and 4 of this RFP, respectively, with any additional qualifications and clarifications that you may deem appropriate. The project cost estimate should be sufficiently detailed and include breakdowns (of both time and materials) for the various tasks and deliverables.

5.2.3.4 Schedule: Please provide the proposed time schedule for the completion of the project. The schedule should be detailed enough to show the sequence and duration of implementation of the various tasks involved, any tasks to be performed or information to be provided by the Town including their timings, the anticipated critical path, float times provided to accommodate unanticipated delays and other contingencies, and scheduled project milestones.

5.2.3.5 Project Team and Project Management: Please provide the proposed project team (including any proposed subconsultants) and personnel for the successful performance of this project. Please include resumes for the project team.

5.2.3.6 Deliverables: Please list and describe the contents and format of the project deliverables, using the envisioned deliverables for Section 4 as a guide.

5.2.3.7 Terms and Conditions of the Contract: The Town proposes to use a standard Town of Carolina Beach contract for professional consulting services. This information shall be provided to the successful proposer during contract and scope negotiations. Should the Contractor have any special or unusual contract conditions or limitations, the Town should be advised of these in this section of the proposal.

5.2.3.8 Basis of Compensation: The Town requests a fixed fee (lump sum) and hourly basis for Contractor compensation for this project. Please confirm this proposed basis for compensation for the cost proposal in item 6.2.3.3 above.

Also, please provide the proposed basis (i.e. hourly rates for project team members) for compensation for additional work that may need to be performed for the completion of project tasks that represent substantial changes from the scope of work agreed upon in the contract.

6.0 SELECTION OF CONTRACTOR

6.1 General: This RFP does not commit the Town to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. The Town will require the selected proposer, if any, to participate in negotiations and to submit such cost, technical and/or other revisions to the proposals as may result from negotiations. The Town reserves the right to perform all or some of the services decried in this RFP with its own work force.

6.2 Selection Criteria: Proposals will be evaluated, scored, and ranked based upon the following criteria. It is not envisioned that interviews will be a requirement for selection of the Contractor for this project. However, the Town reserves the right to request an interview for any potential Contractors during the selection process. Should the Town see the need to interview potential Contractors, the potential Contractors will be notified as early as possible in the proposal review process, and selection schedules adjusted accordingly.

6.2.1 Responsiveness to the Town's RFP;

6.2.2 Relevant experience, expertise, and qualifications of the firm and project team members;

6.2.3 Technical proposal;

6.2.4 Cost estimate; and

6.2.5 Any special or unusual Terms and Conditions for the contract.

6.3 Schedule for the Selection Process: The following is the anticipated schedule for the Contractor selection process.

<u>Item</u>	<u>Date</u>
Town issues RFP	January 29, 2015
Completed Proposals due to Town	February 11, 2015
Town selects Contractor	February 13, 2015
Submittal by the selected Contractor to the Town of complete and signed Contract documents.	TBD
Town formal approval and signature of Contract	TBD
(Written) Notice To Proceed (NTP) with work	TBD

6.4 Proposed Work Schedule: The following is the proposed work schedule for this project.

Begin Project Work	Following NTP
Complete Project Work	January 9, 2017